

Evaluation Appeals Process: To formally appeal an Evaluation Report

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Submit Appeal Packet	<p>Soldier may appeal an evaluation decision by creating an Appeals Packet to include any necessary documentation to support the request. It is highly recommended that Soldiers submit the Appeals Packet through their State MILPO Office for submission to the National Guard Bureau (ARNG-HRH). Soldier can submit packet directly to ARNG-HRH via fax, mail, or email, but it is not recommended in order to ensure proper review of case.</p> <p>The Appeal Packet must be created in accordance with AR 623-3 and DA PAM 623-3 and must include and Appellants Letter and sufficient evidence. Submission must include on original and one duplicate copy of the Appeal Packet.</p>	<p>AR 623-3, Chapter 6</p> <p>DA PAM 623-3</p> <p>National Guard Bureau Guide for Preparation of OER/NCOER/AER Appeals IAW AR 623-3 & DA Pam 623-3</p>			The Unit can submit an Appeal Packet on behalf of the Soldier with the Soldiers written permission.
2	Review Appeal Packet	ARNG-HRH reviews Appeal Packet for completion, and identifies any potential missing information or gaps of information.	<p>AR 623-3, Chapter 6</p> <p>DA PAM 623-3</p> <p>National Guard Bureau Guide for Preparation of OER/NCOER/AER Appeals IAW AR 623-3 & DA Pam 623-3</p>			

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3	Complete Appeal Packet?	ARNG-HRH determines if Appeal Packet is complete.				
4	Send notification	If Appeal Packet is incomplete, ARNG-HRH informs Soldier via mail memo of missing information.				
5	Correct Appeal Packet	Soldier is notified Appeal Packet is incomplete by ARNG-HRH and provides missing information via fax, mail, or email.				
6	Forward Appeal Packet	If Appeal Packet is complete, ARNG-HRH writes memo indicating Appeal Packet is in compliance and sends memo and packet to Officer Special Review Board (OSRB) or Enlisted Special Review Board (ESRB) via mail.				
7	Board evaluation appeal	OSRB/ESRB reviews Soldier's evaluation appeal to ensure it is in accordance with regulations in the priority stated in AR 623-3, Chapter 6, Paragraph 10. OSRB/ESRB documents the results of the Board in a proceedings document which includes approval/disapproval decision and why disapproved, if applicable.	AR 623-3, Chapter 6 DA PAM 623-3 National Guard Bureau Guide for Preparation of OER/NCOER/AER Appeals IAW AR 623-3 & DA Pam 623-3			
8	Send notification	OSRB/ESRB mails notification of proceedings to ARNG-HRH.				
9	Approve appeal?	ARNG-HRH receives proceedings from OSRB/ESRB via mail stating whether the appeal was approved or denied.				

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10	Input information into Soldier's Official Military Personnel File (iPERMS)	If appeal is denied, ARNG-HRH inputs appeal decision information into Soldier's Officer Military Personnel File (OMPF) and mails notification memo to Soldier.			iPERMS	
11	Soldier Officer or Enlisted?	If appeal is approved, ARNG-HRH determines if Soldier is an Officer in order to change the OER or Enlisted Soldier in order to change the NCOER.				
12	Input correction (iPERMS)	If Soldier is an Officer, ARNG-HRP-R updates OER record and inputs the information into iPERMS.			iPERMS	
13	Send notification	ARNG-HRH mails Soldier Notification of Appeal Decision Memo. ARNG-HRH also emails OSRB/ESRB to notify that Soldier's record has been updated.				
14	Input correction (iPERMS)	If Soldier is Enlisted, State updates the NCOER record, inputs the information into iPERMS, and notifies ARNG-HRH of correction via email.			iPERMS	
15	Send notification	State notifies Soldier of appeal decision. ARNG-HRH mails Soldier Notification of Appeal Decision Memo. ARNG-HRH also emails OSRB/ESRB to notify that Soldier's record has been updated.				
16	Receive notification	Soldier receives notification of appeal decision.				